

~~CONFIDENTIAL~~

Approved For Release 2000/08/26 : CIA-RDP61-00910A000100040018-7

Assistant Director for Communications

NOV 3 1954

Chief, Management Staff

Installation of Teletype Channel [REDACTED]

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1. On 3 January 1955, the Agency Records Center, now located at [REDACTED] will be moved to a new building now under construction at [REDACTED]. At that time, communication services between the new location and Headquarters' offices will be necessary to service approximately 136 message requests per day for information from records, or the loan of records. These requests are presently handled by telephone. An average of 12 requests per day are urgent and require immediate action.

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2. The [REDACTED] indicates that the present three telephone lines could not accommodate our reference requirements. Comparative costs indicate that the use of teletype will be more economical than the installation of additional telephone facilities. It will be appreciated, therefore, if you will arrange to have installed one Half-Duplex Teletype channel capable of transmitting messages bearing security classifications through Top Secret in [REDACTED] Washington, D. C. by 3 January 1955.

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3. It is requested that consideration be given to the possibility of presently installed facilities serving this purpose.

4. Preliminary discussions on this installation have taken place between Messrs. [REDACTED] of your staff and Mr. [REDACTED] of the Records Management Division. If additional information is needed, I will designate Mr. [REDACTED] to work with your appointee.

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MS/RMD/LGC:ew (2 Nov 54)

Distribution:

Orig. & 1 - Addressee
2 - Mgt. Staff ✓

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